WHS DOCUMENTS & TEMPLATES

DOC-SHP-VOC · Sharps and Discarded Needle Handling VOC Assessment Template

Product Overview

For: Businesses whose workers find and pick up discarded needles and other sharps: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for workers who pick up discarded needles and sharps: check, and record, that a worker can do the work safely at your site.

Discarded needles are found in many workplaces that look after public spaces, buildings, vehicles and waste. Most needlestick injuries happen when a sharp is picked up by hand, recapped, or forced into a full container. A verification of competency is how a business checks that a worker handles sharps safely and knows what to do after a needlestick, and keeps a record of it.

This template gives the assessor everything in one place: the scope, the pre-assessment checks, knowledge questions with a separate marking guide, a practical observation checklist, the safety-critical fail criteria that stop an assessment, the evidence to keep, the outcome, sign-off and the review date.

No licence is needed to pick up discarded sharps. The business must make sure workers who do it are trained, have the right equipment, and know what to do after a needlestick injury, including getting medical advice straight away. A VOC is the business's own practical check that a worker can handle sharps safely: it is not a licence and it is not a nationally recognised qualification.

What is included

Item	File
VOC assessment tool: candidate and assessor details, scope, pre-assessment checks, practical observation checklist, safety-critical fail criteria, evidence, outcome, sign-off and review date	02_VOC_ASSESSMENT/Sharps Handling VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Sharps Handling VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Sharps Handling VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Sharps Handling VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Any business whose workers find and pick up discarded needles and other sharps

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[Company name]

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Sharps Handling VOC Assessment Tool

Verification of competency for one worker, picking up and disposing of discarded sharps, at [Site name]

Purpose	To check, and record, that a worker can pick up, contain and dispose of discarded needles and sharps safely, and knows what to do after a needlestick injury.
When to use it	Before a worker picks up sharps unsupervised; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate), the Marking Guide (Assessor) with the model answers, and the VOC Register.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Training and the VOC

No licence is needed to pick up discarded sharps. The business must make sure workers who do it are trained, have the right equipment, and know what to do after a needlestick injury, including getting medical advice straight away. A VOC is the business's own practical check that a worker can handle sharps safely: it is not a licence and it is not a nationally recognised qualification.

Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Sharps handling training (course and date)		**First aid training (date)**	
Experience picking up sharps		**Last VOC or training (date)**	

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Part B Assessor details

Name		**Position or role**	
Experience in this work (sharps handling)		**Licence or training held (where relevant)**	
Assessor training or experience		**Relationship to the candidate (for example, supervisor, peer, external)**	

The assessor should not assess work they are not competent to do themselves. Where the assessor is the candidate's direct supervisor, record it above. It is allowed, but an independent assessor is preferred where practicable.

Part C Scope of this VOC

This VOC covers only the tasks and settings ticked and written here.

Task (tick each task assessed)	Setting (tick each one in scope)
☐ Picking up a single discarded needle or syringe	☐ Open ground and grass
☐ Picking up several sharps or broken glass	☐ Paths, toilets and public facilities
☐ Handling a full sharps container	☐ Bins and waste
☐ Responding to a needlestick injury (simulated)	☐ Vehicles and buildings
☐ Other: _____	☐ Other: _____

Site		**Areas covered**	
Sharps kit contents		**Pick-up tool type**	
Sharps container type and size		**Disposal arrangement**	
First aid and medical advice arrangements		**Supervisor**	

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Sharps Handling VOC Knowledge Questions (Candidate)

Answer in your own words. You may answer out loud and have the assessor write it down.

Name		Date	
Area		Site	

For the candidate

These questions check that you know how to do this work safely at this site. Answer every one in your own words. Short answers are fine. If you have trouble reading or writing, tell the assessor: they will read the questions to you and write down your answers.

1. How do you pick up a discarded needle? ★ critical

The rest of this page, and the rest of this document, are in the full product.

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Sharps and Discarded Needle Handling VOC Assessment Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable verification of competency (VOC) for workers who pick up discarded needles and sharps: check, and record, that a worker can do the work safely at your site.

What the full product contains

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Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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